



CIVILIAN DRUG TESTING PROGRAM ARMY HAWAII

Feb 2009

**U.S. ARMY GARRISON,
HAWAII**

“The Federal Government, as the largest employer in the nation, can and should show the way towards achieving drug-free workplaces through a program designed to offer drug users a helping hand and, at the same time, demonstrating to drug users and potential drug users that drugs will not be tolerated in the Federal workplace”

Ronald Reagan

***President of the United States
of America***

Executive Order 12564

Army Substance Abuse Program (ASAP)

- **AR 600-85, 2 Feb 09**
- **DA Pamphlet, 600-85, 15 Oct 01**
- **Expanded the program further to include both Testing Designated Positions (TDPs) and Department of Transportation (DOT) Safety-**

Drug-Free Workplace (DFW) Program Goals

- The goal of the Army's Drug-Free Workplace Program is to ensure that workplaces are safe, healthy, productive, and drug-free.

Drug-Free Workplace Program Objectives

- Assist in maintaining public health and safety, the protection of life and property, national security, and law enforcement.**
- Deter substance abuse.**
- Identify illegal drug abusers.**
- Assist employees who are seeking rehabilitation for illegal drug abuse.**
- Assist in determining fitness for appointment or retention of TDPs.**

Test Designated Positions (TDP)

FOCUS: SAFETY & SECURITY

Positions that require an employee to:

- Electroplate critical aircraft parts**
- Authorize the incumbent to carry firearms**
- Operate a motor vehicle transporting one or more passengers on at least a weekly basis**
- Have a commercial drivers license (CDL) to drive large vehicles or to transport hazardous materials**

Test Designated Positions (TDP)

FOCUS: SAFETY & SECURITY

- **Incumbent maintain Top Secret Clearance or have access to sensitive compartmented information**
- **Handle railroad/train movement and safety**
- **Handle Aviation safety and repair**
- **Have Nuclear or Chemical duties (AR 50-5 and 6)**
- **Personnel Reliability Program (PRP)**

Test Designated Positions (TDP)

FOCUS: SAFETY & SECURITY

- **Control and extinguish fires**
- **Handle munitions**
- **ASAP positions in which the incumbent provides direct rehabilitation and treatment services to identified illegal drug users**
- **Medical positions**

Commonly Asked Questions

(1 of 4)



- ***Is direct observation involved?***
 - No, employee will use either a private bathroom or a bathroom with individual stalls. Exceptions include situations where tampering is suspected or the MRO directs observed testing.
- ***What happens if an employee is on leave or TDY when randomly selected?***
 - The person must be tested within 5 working days of their return.
- ***What happens if I am at work, but unable to break away?***
 - If a supervisor or activity chief determines that an employee absolutely can't be tested during his/her entire shift, then the employee will be flagged as indicated above.

Commonly Asked Questions

(2 of 4)



- ***Is there an appeal process for those testing “hot?”***
 - No, though an employee may file a grievance over an administrative action taken by management as a result of a positive drug test.
Employee may request a re-test of initial urine sample.
- ***What happens if an employee fails to show for testing or refuses to submit a urine sample?***
 - Employees who are available but fail to report for testing will be treated as if they had tested positive, and will be subject to disciplinary action.
- ***What happens if I am unable to produce a sample?***
 - Employee will be directed to drink water, at the test site, over the course of the next three hours, or until they are able to produce a sample.

Commonly Asked Questions

(3 of 4)



- ***What happens if I test positive as a result of taking prescribed medication?***
 - The MRO will personally call those employees testing positive to check for possible medical explanations.
- ***What happens if I admit to illegal drug use prior to being notified that I must report for random testing?***
 - Such employees will be subject to disciplinary action, but such discipline may be reduced in severity or dropped if employee seeks and completes a treatment program and refrains from further drug usage.

Commonly Asked Questions

(4 of 4)



- ***What should I do if I currently am illegally using drugs?***
 - Stop and Seek Help!
 - Employees may contact the Employee Assistance Program (EAP) at 655-6046 or 655-6047 for assessment and possible referral to local mental health providers or treatment centers. All requests for assistance are strictly confidential.
 - DOD beneficiaries may also contact a base Chaplain, their Primary Care Provider, or one of the behavioral health departments for assistance.

Categories of Drug Testing

- Applicant**
 - Before appointment to or selection of a TDP**
- Random**
 - All TDPs are subject to unannounced testing throughout the fiscal year**
- Follow-up**
 - Follow up to counseling and rehab**
- Voluntary**
 - Employees can volunteer to be tested**

Categories of Drug Testing

- Injury, Accident or Unsafe Practice**
 - Employees are subject to testing when there is an examination authorized by a commander regarding an accident or unsafe practice.**
 - Based on circumstances of an accident if their actions are reasonably suspected of having caused or contributed to an accident that results in a death or personal injury requiring immediate hospitalization or damage to government or private property estimated to be in excess of \$20,000.**
- Reasonable Suspicion**
 - May be required of any employee in any position when there is a reasonable suspicion**

Reasonable Suspicion Process

- Supervisor will gather and document all information, facts, and circumstances leading to and supporting the suspicion.**
- Supervisor will consult with CPAC, and if indicated, contact legal advisor when there is reasonable suspicion of criminal conduct of alcohol or drugs (trafficking, theft, or illegal possession).**

Procedures & Requirements

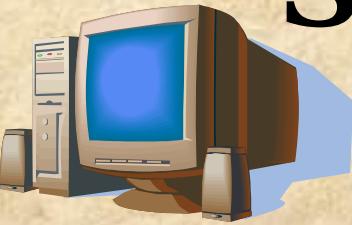
**Minimum
Requirement:
100% of TDP
Population Per
Fiscal Year**



**Random Testing
Initiated by Alcohol and
Drug Control Officer
(ADCO) or**

Drug Test

Random selection on using drug testing program



Supervisor ASAP notifies Supervisor or

Collection of Specimens

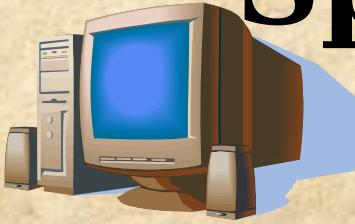
Employee must report to testing site within 2 hours of notification and provide a specimen



Supervisor
VERBALLY notifies employee immediately

Collection of Specimens

Random selection using drug testing program



or
Supervisor notifies ASAP
Supervisor

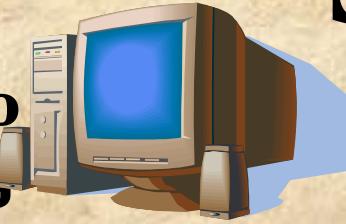
Supervisor notifies ASAP of reason



Supervisor unable to notify employee

Random selection using drug testing program software

ASAP notifies Supervisor



Collection of Specimens

Supervisor takes appropriate action



Employee does not report to testing site within 2 hours; ASAP notifies Supervisor

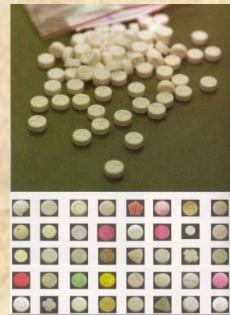


Supervisor **VERBALLY** notifies employee immediately





Drugs Tested



- **Amphetamines**
 - *Methamphetamines*
- **Cocaine**
- **Marijuana (THC)**
 - *Hash, Hash Oil*
- **Opiates**
 - *Codeine, Heroin, Morphine*
- **Phencyclidine (PCP)**



CHAIN OF CUSTODY



**Emphasis on
integrity, security,
and proper
identification
from collection
site to the lab**

REPORTING RESULTS



- Negative
- Positive
 - Test not

The MRO MEDICAL REVIEW OFFICER

**Review for
possible alternate
medical
explanations
PRIOR to
reporting results
to ASAP**



MRO Positive Results

When the MRO determines there is no medical justification for the positive result, the result is now considered a verified positive test.

MRO contacts the ASAP.



ADCO will notify the employee's supervisor of the verified positive and the EAP Coordinator (EAPC).

Supervisor will contact servicing CPAC Rep and Legal if applicable, for guidance.

Civilians with a verified positive drug test **WILL NOT remain in a TDP.**



Referral to the EAPC is **MANDATORY!**

CONSEQUENCES OF POSITIVE URINALYSIS



- Loss of TDP
- Switch to non-TDP
- Removal from service if non-TDP is unavailable

• Adverse action for

**FOR MORE INFORMATION ABOUT THE
CIVILIAN DRUG TESTING PROGRAM
VISIT:**

[A cartoon-style illustration of a computer setup. It features a CRT monitor with a green screen, a keyboard, and a mouse. To the left of the monitor is a small trash can containing several pencils and a piece of paper.](http://www.garrison.hawaii.army.mil/sites/services/asap>Welcome.asp</p></div><div data-bbox=)

**The Army Center for Substance Abuse Program's
(ACSAP) website: www.acsap.army.mil**



**PROVIDING A SAFER, MORE
SECURE WORKPLACE THROUGH
EXPANDED CIVILIAN DRUG
TESTING**

**ARMY SUBSTANCE ABUSE
PROGRAM**

655-9113